

Boutique litigation law firm in Midtown Manhattan seeking an experienced Associate Attorney. The ideal candidate will have 3-5 years of experience working on complex matters in Federal and State courts. Litigation experience in commercial and civil litigation, is preferred. Excellent writing, research, analytical and communication skills are a must. The ideal candidate should be highly motivated, with outstanding interpersonal skills and the ability to work independently and in a team. The position offers the successful candidate the opportunity to assume significant responsibility.

Essential Responsibilities

- Work as part of a legal team, following direction from senior attorneys
- Draft and prepare pleadings and other related litigation documents
- Must have excellent writing and communication skills
- Perform legal research, and use it effectively to advance client goals
- Conduct and manage extensive written discovery and document production, including e-discovery, in complex litigations
- Conduct/defend depositions
- Write and argue substantive and discovery motions
- Professionally and persuasively communicate with judges, arbitrators and mediators
- Effectively communicate with clients and opposing counsel

Qualifications and Skills

- Admission in New York is required
- Proficiency in Westlaw/Lexis
- Proficiency in New York state and federal civil procedure
- Strong organizational and time management skills
- Ability to juggle multiple cases and/or assignments
- Motivated with a strong work ethic as well as an ability to think ahead, work efficiently and prioritize key tasks

Please do not apply if you are not available to work full time. Please state your salary requirements in your cover letter. Salary commensurate with experience.